

United States Department of Defense

Ted Stevens Center for Arctic Security Studies

The Journal of Arctic and Climate Security Studies
Writer's Guide



Contents

Overview.....	1
Purpose.....	1
American Psychological Association (APA) Style.....	1
Submission.....	2
Post Submission.....	2
Appendix 1 – JACSS-Specific Guidance	
A. Capitalization	
B. Abbreviations	
C. Citations	

This version updated 21 February 2024



Overview:

The Journal of Arctic and Climate Security Studies (JACSS) is a multi-disciplinary, peer-reviewed publication of the Ted Stevens Center for Arctic Security Studies (TSC). It welcomes contributions on Arctic and climate security from geostrategic to geophysical. Feature articles should be between 4,000 to 6,500 words in length, excluding citations. Submissions should be formatted according to APA style guidelines and this guide. We will accept submissions on a rolling basis. A cutoff date for each edition will be publicized on the JACSS webpage ([Journal of Arctic and Climate Security Studies | Ted Stevens Center \(tedstevensarcticcenter.org\)](http://Journal of Arctic and Climate Security Studies | Ted Stevens Center (tedstevensarcticcenter.org))) and through social media. Authors should include their curriculum vitae (CV) with each submission. Publication is subject to editorial discretion and the Defense Office of Prepublication Security Review process. Writers may contact the editorial staff at TSC-JACSS@groups.af.mil.

Purpose:

The purpose of *JACSS* is to provide a venue for intellectual exchange for security professionals and to grow the body of knowledge of Arctic region-specific security topics including climate security. The journal will reflect the guiding principles of the TSC by encouraging the spirit of innovation, experimentation, education, analysis, and engagement.

In support of this overarching goal, this Writer's Guide provides prospective authors a description of the material the *JACSS* seeks to publish, an outline of the submission process, and guidelines to speed the editorial process. The Writer's Guide is intended to make the writer's job easier and establish a starting point for the relationship between the writer and the editors. We will update this guide on a recurring basis and welcome input to improve quality of this guide for writers.

American Psychological Association (APA) Style:

Submissions must follow the *APA Style Guide, 7th Edition*. The changing Arctic environment invokes scholarly contributions in formal sciences and natural sciences, while growing geostrategic interest in the region invites study in social sciences and humanities. The APA Style bridges many disciplines allowing *JACSS* to include a broad range of subject matter using one consistent format. Authors are encouraged to review paper format, mechanics, grammar, tables and figures, bias-free language, and citations online [Instructional aids \(apa.org\)](http://Instructional aids (apa.org)). Additional journal-specific guidance and examples are included in Appendix 1.



Submission:

Please submit written contributions to the editorial staff at TSC-JACSS@groups.af.mil as a single Microsoft Word file (.docx) attachment. A C.V. is requested for each contributing author; if selected for publication, authors will be asked to provide an abbreviated biography to accompany the article.

Only graphics (e.g., tables and figures) necessary for the reader's understanding of the material will be published. Authors may submit images as separate attachments either a raster or vector file in Joint Photographic Experts Group (.jpg) or Portable Networks Graphics (.png) format. Adobe files are not accepted. Images must be provided in 300 dpi or greater resolution to ensure they maintain a high-quality digital content; lower resolution images cannot be used.

Examples of acceptable article formats include:

- **Original Research Article** – A typical journal article. This is a detailed study reporting new work; this type of work is classified as primary literature.
- **Short Reports** – A short article that describes the data from original research that is time sensitive and may lead to further research in the field.
- **Method Article** – A medium length article that answers a specific question or describes innovative methods or procedures in a field of study.
- **Review Article** - Provides critical and constructive analysis of existing published literature in a field including analysis and comparison. Review articles may identify specific gaps and offer recommendations for future research.
- **Event Reports** – Manuscripts reporting the outcomes from research oriented events such as workshops, table top exercises, and conferences with value to the Arctic security community.

Post-submission:

Authors should expect an initial response from the editorial staff within two weeks of submission. A negative response will include feedback as to why the submission was not accepted. If the research topic is appropriate for JACSS and the quality of the draft is generally acceptable, the editorial staff will indicate tentative acceptance. The staff will then initiate a dialogue with the author to prepare the draft for review and discuss an anticipated timeline for publication.

The review process is multifold:



- 1) Initial review for tentative acceptance (described above)
- 2) Copy editing
- 3) Peer review by a contributing editor selected for their subject matter expertise
- 4) Dialogue with the author for editorial changes
- 5) Defense Office of Prepublication Security Review (DOPSR) approval

Before publication, authors will be required to submit the following:

- Biographical information to appear with the article. The biography should identify the author(s) position, title, and organization or institution.
- Meta-data to accompany the file in searchable databases. The author will list all key terms and concepts in order to catalogue the article.

Thank you for your interest in submitting your research to *JACSS*. Throughout the submission process, authors are welcomed to send questions to the editors at TSC-JACSS@groups.af.mil.



Appendix 1 – JACSS-Specific Guidance

A. Capitalization – The following JACSS conventions will speed writing and editing.

Airmen, Sailors, Coast Guardsmen, Guardians, and Soldiers. In accordance with service practice, capitalize these references to service members.

Allies. “Allies” in reference to US formal treaty Allies, is capitalized in accordance with DOD practice.

Arctic. “Arctic” is capitalized as a proper noun – the name of a region. When Arctic is used as an adjective, JACSS will capitalize for consistency and continuity.

Indigenous. Capitalize “Indigenous” as a proper noun when referring to the group of cultures native to the Arctics or the name of an organization. “Indigenous People of the Arctic,” “Indigenous People,” and “Indigenous Peoples Secretariat” are examples. Do not capitalize indigenous when used as an adjective (e.g., indigenous knowledge).

Partners. When used in reference to nations aligned with US interests, “partners” is not capitalized in accordance with DOD practice.

B. Abbreviations –The following abbreviations are deemed familiar to our readers and should be used without defining them on first use. Omit periods from commonly used federal government abbreviations unless they appear with periods in a quote or title. Refer to [Abbreviations Guide, APA Style 7th Edition](#) or *APA Publications Manual* Sections 6.24–6.26 for further guidance on abbreviations.

DOD – Department of Defense

DOE – Department of Energy

DOJ – Department of Justice

US – United States

UK – United Kingdom

C. Citations – Based on JACSS subject matter, the following reference citation examples are provided to supplement the APA Style Guide. For additional examples, refer to [APA Style Common Reference Examples Guide, APA Style 7th Edition](#) or *APA Publications Manual* Section 10.



Conference Session

Wogan, D. (2023, July 24) Climate Change, Energy Transition, and Technology Pathways [conference session], George C. Marshall Center for European Security Studies: Translating the Climate Security Nexus, Garmisch-Partenkirchen, Germany.
<https://www.marshallcenter.org/en/news-archive/translating-climate-security-nexus>

Report to Congress -

The Department of Defense, Office of the Under Secretary of Defense for Policy. (2019). *Report to Congress: Department of Defense Arctic Strategy*.
<https://media.defense.gov/2019/Jun/06/2002141657/-1/-1/1/2019-DOD-ARCTIC-STRATEGY.PDF>

Military Publication -

Department of the Air Force. (2020). *The Department of the Air Force Arctic Strategy*.
<https://www.af.mil/Portals/1/documents/2020SAF/July/ArcticStrategy.pdf>.

Press Release -

Government of Greenland. (2020, 19 August). *Press Release from the Government of Greenland* [Press release].

Foreign Language Reference -

Noah Mølgaard. (2013, 26 August). Innuttaasut taasitinnissaat Atassutip tapersingilaa. *Sermitsiaq*. <https://sermitsiaq.ag/kl/node/157946>

